

California Energy Commission



CLASSIFICATION: Associate Energy Specialist (TED)
Will consider Energy Analyst

TENURE/TIME BASE: Permanent/Full-time

SALARY: Associate Energy Specialist: \$5,247 - \$6,521

Energy Analyst: Range A: \$3,359 - \$4,113

Range B: \$3,637 - \$4,493

Range C: \$4,362 - \$5,403

LOCATION: Advanced Vehicle Infrastructure Office
Fuels and Transportation Division
Sacramento, CA

FINAL FILING DATE: Until Filled

Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California's transportation energy and energy efficiency successes, and shaping our energy future.

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will perform work of average difficulty in technical evaluations, data research and analysis, and agreement management. Work will be in alternative and renewable fuels, with an emphasis in electric vehicle and charging infrastructure that will transform California's fuel and vehicle types to meet the state's climate change policies. This position includes responsibility for transportation energy analyses, public presentations, and agreement management in the Electric Technology and Planning Unit, Advanced Vehicle Infrastructure Office, as part of the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP).

DESIRABLE EXPERIENCE/QUALIFICATIONS: The applicant should have:

- Effective analytical and report writing skills, including proper grammar and punctuation.
- Ability to reason logically and creatively while using a variety of analytical techniques, tools, and software.
- Excellent communication skills including the ability to communicate ideas, data, and information effectively to a diverse technical audience.

- Excellent interpersonal skills including working effectively with a team on time-sensitive projects.
- Ability to take initiative and work proactively.
- Knowledge of transportation and energy analysis protocols, and intermediate competency in MS Office™, mapping and analytics, presentation software, mobile applications, and software models.
- Ability to gather, compile, analyze, and interpret written and numerical research data and prepare research and statistical reports.

Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. All applicants are required to submit a resume along with a cover letter explaining how they will contribute to the success of the Advanced Vehicle Infrastructure Office **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-261 and Position #535-610-4056-053 in the “Explanation Section” of the STD 678.** Applications will be screened for experience and only the most qualified will be contacted for an interview.

NOTE: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined that an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Attn: RPA 610-261 Personnel Office California Energy Commission 1516 Ninth Street, MS-3 Sacramento, CA 95814-5504 (916) 654-4309	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922
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View full Duty Statements: <https://www.energy.ca.gov/careers/jobs.php>